|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **To whom** | **Risk severity** | **Risk likelihood** | **Risk Management** |
| Emergencies | All Users | Medium | Low | A nominated volunteer will have a mobile phone at all public events. This number will  be posted in the kitchen. (Most volunteers always carry a mobile phone.) The nearest A&E is Barnet Hospital, Wellhouse Lane. |
| Car parking | All users | High | Low | No car parking on site at events open to general public.  On other occasions car drivers to watch out for pedestrians and other cars. |
| Fire | All users | High | Low | * Evacuation process and assembly points clearly signed. * All volunteers are familiar with these procedures. * Electrical equipment PAT tested. * Fire detection and alarm and emergency lighting systems and fire extinguishers checked in accordance with regulations by NACH. * Users are required to check wiring on electrical equipment before each use. * Defective appliance to be disconnected immediately and reported to committee member. * Controlled burning may be necessary on occasions, and at such times will be continuously supervised by authorised persons. |
| Hazardous materials | All users | Medium | Low | Bleach and other cleaning material are not stored by FoBEC.  A small quantity of petrol is kept in the locked steel shipping container for use with the machines. |
| Vulnerability | Young people and vulnerable adults | Low | Low | * No volunteer should be alone with a child or vulnerable adult. * Volunteers are referred to the **Safeguarding Policy**. * The safeguarding officer is Geoff Lee and in his absence concerns should be reported to another Trustee. * Appropriate supervision to be in place. |
| **Risk**  Volunteer sessions | **To whom**  Voluunteers | **Risk severity**  Low | **Risk likelihood**  Low | **Risk Management**  Volunteers should   * sign in on arrival and sign out when leaving * should carry mobile phone particularly if working out of sight of others * carry first aid and whistle belt when working alone * report any hazards they notice * be aware of their own safety and that of others |
| Reserve visits  Slips, trips, falls  Spillages  Wet footwear  Uneven paths  Obstacles on paths *(cuts, scratches, bruising, broken limbs)* | All users | Low | Medium | Volunteer sessions begin with a talk by Task Organiser to advise on safety precautions  e.g. keep to paths, no eating, work in sight of another person, location of first aid box, phone number of organiser  Volunteers and users are advised to clean spillages and muddy floors immediately. Access to wet floors blocked with appropriate notice.  Paths are checked for obstacles before each activity using grounds by volunteer. Publicity advises visitors to wear suitable clothing and footwear when appropriate.  First Aid kit available for parents or volunteers to use.  Notices say that no unaccompanied children are allowed on the nature reserve. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **To whom** | **Risk severity** | **Risk likelihood** | **Risk Management** |
| Refreshments  Boiling water  (scalds)  Food hygiene | All users | Medium | Low | Refreshments at open days are served from behind tables which separate unauthorised persons from hot water. Water is boiled in urns/kettles in the kitchen area  Volunteers to wash hands and not handle money and unwrapped food consecutively. No perishable food products are stored at the centre. All food products are freshly provided for each event. |
| Hazardous from plants and insects | All users | High | Low | Yew and spindle trees on site. No picking of berries allowed. Bee hives are kept in an area closed off to the general public. |
| Craft activities Painting, collage, clay work, making bird cake, Papier*-*mâché. | Children and their parents/carers | Low | Low | Volunteers are experienced and competent in their subjects.  Groups are always supervised. Materials and equipment are chosen to minimise harm. For example: where scissors are employed users are given instructions in careful manipulation. When making bird cake no fat is heated on site. At public events children may only attend when accompanied by an adult. |
| School Visits | Teachers, Parents and children | Low | Low | Ratio of adults to children must be:  Early years 1:3  Infants 1:4/5  Juniors 1:6  Risk assessment is the responsibility of the School, but the School may be guided by this risk assessment.  On Centre-led children’s visits there will be a safety talk prior to going on to the nature reserve. |
| **Risk** | **To whom** | **Risk severity** | **Risk likelihood** | **Risk Management** |
| Pond dipping *(use of nets)* | All users | Low | Medium | The group is advised to take care in handling fishing nets and poles with due regard to others (especially eyes) |
| Pond activities  Polluted water  *(e.g. Weil’s disease)* | All users | High | Low | * there are no obvious sources of pollution present * group members do not drink the water * the group washes hands after the activity and especially before eating/drinking * cuts and wounds are protected by waterproof plasters |
| Pond Maintenance | Volunteers | Medium | Low | Appropriate footwear and gloves will be worn. Volunteers will work in groups of two or more. Care is taken lifting heavy pond plants and debris from the pond.  **Deep Pond work**  Life jackets to be worn  Waders or boat to be used as directed by circumstances.  Boat to be crewed by competent person and not overloaded.  When boat in use, observer on pondside near life buoy.  Moving boat from/to storage to be by minimum of three persons. |
| Use of hand tools *(strains, backache,*  *cuts)* | Volunteers | Medium | Medium | * Gloves are provided and should be worn * Tools of the correct handle size, weight and length for a person are used. * Tools are not left in a position where they may cause an accident. * Sharp tools should not be carried in a pocket and should be carried safely. * Frequent breaks are taken to prevent injury. * Broken or damaged tools are taken out of use |
| Use of power tools | Volunteers | High | Medium | * Electrical tools used by named users only, with appropriate training * Electrical tools are not used in wet weather. * No use of power tools by volunteers under 18. * Appropriate footwear, clothes and goggles should be worn. * See specific tool handbooks for advice on safe use. |
| Petrol driven machinery | Volunteers | High | Low | The ride on mower is only used by an experienced person, as are the strimmers, the motorised scythe, and any other machine in this category. |

**This Generic Risk Assessment is being used as the basis for all relevant activities.**

**It has been accepted and approved by the Trustees at the Trustees Meeting on 15th July 2025.**

**It will be reviewed in twelve months’ time.**